

# Certificate of Eligibles

SUPERVISORY SECURITY SPECIALIST

GS-0080-11

ST-11329570-22-AMP

Criteria		Certificate Details	
Location	Albany Marine Corps Logistics Base, GA	Certificate Number	20220106-CACJ-001
Pay Plan	GS	Certificate Type	Competitive Merit Promotion
Series	0080	Issued Date	01/06/2022
Grade	11	Issued By	(b) (7)(C), (b) (6)
Specialties	N/A	Priority Order	Float Priority Referrals
		Rank By	Rating (exclude Veteran Points)
		Refer Method	Cutpoint (90.00)

Applicant List			
Agency Action	Applicant Name / Applicant Email	Final Rating	Eligible Series / Eligibility Labels
NS	(b) (7)(C), (b) (6)	93	ADSM
NS	(b) (7)(C), (b) (6)	100	VEOA
D	(b) (7)(C), (b) (6)	100	Perm Comp Fed/VEOA
NS	(b) (7)(C), (b) (6)	100	Perm Comp Fed/VEOA

Selecting Official Signature: (b) (7)(C), (b) (6) Date: 2/20/21

Selecting Official Organization: PSD, MCPD MCLB ALBANY GA

Selecting Official Telephone Number: (b) (7)(C), (b) (6)

Appointing Official Signature: (b) (7)(C), (b) (6) Date: \_\_\_\_\_



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**UNITED STATES MARINE CORPS**

MARINE CORPS LOGISTICS BASE  
814 RADFORD BLVD. STE. 20310  
ALBANY, GEORGIA 31704-0310

IN REPLY REFER TO  
12000  
PSD7002  
15 Jan 22

From: Reviewing Official  
To: Director, Civilian Human Resources Office (G1S)  
Via: Civilian Personnel Center

Subj: SELECTION FOR SUPERVISORY SECURITY SPECIALIST, GS-0080-11, CERT  
#20220106-CACJ-001

1. Forwarded for your action.
2. I have reviewed the basic correspondence and the supporting documentation package. Based upon this review and discussions with the Selecting Official, I concur with the selection decision and certify the hiring process complied with merit principles and was accomplished in accordance with command policies.
3. My review of the supporting hiring documentation package indicated that it was complete and in compliance with Marine Corps Logistic Base policy. The package will be scanned and a copy forwarded separately.

(b) (7)(C), (b) (6)

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UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS BASE  
814 RADFORD BLVD  
ALBANY, GEORGIA 31704

IN REPLY REFER TO:  
12000  
PSD7002  
7 Jan 22

From: Advisory Selection Panel Members  
To: Selecting Official

Subj: ACKNOWLEDGEMENT OF UNDERSTANDING TO ADVISORY PANEL MEMBER  
RESPONSIBILITIES AND CONFIDENTIALITY REQUIREMENTS

Ref: (a) BO 12335.1A  
(b) Commanding Officer's Equal Opportunity Policy

1. We have reviewed the contents of the references (a) and (b) and understand that there shall be no pre-selection discussions relative to panel deliberations with any persons other than panel members.

2. We acknowledge that the procedures, questions, responses, decisions, and any other information gained during this process is personal information which is to be guarded with **STRICT CONFIDENTIALITY**. There will be no communications outside the selection panel unless it is with the Selecting Official or part of an official investigation.

3. We understand our responsibility is to evaluate the applicants and make a recommendation for selection (s) to the selecting official. Each panel member will objectively review/grade applicants based upon guidance in reference (a) regulations governing the hiring authority under which this selection is made.

(b) (7)(C), (b) (6)

(b) (7)(C), (b) (6)

(b) (7)(C), (b) (6)

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**UNITED STATES MARINE CORPS**

MARINE CORPS LOGISTICS BASE  
814 RADFORD BLVD., STE 20130  
ALBANY, GEORGIA 31704-0310

IN REPLY REFER TO:

12000

PDS7002

13 Jan 22

From: Advisory Selection Panel Members  
To: Selecting Official

Subj: PROPOSED SELECTION RECOMMENDATION FOR SUPERVISOR SECURITY  
SPECIALIST, GS-0080-11, CERT #20220106-CACJ-001

Ref: (a) BO 12335.1A

Encl: (1) Hiring Panel Documentation

1. A selection panel was appointed for filling the subject position of Supervisory Security Specialist. Enclosure (1) provides the panel's acknowledgement and understanding relative to the proceedings of the panel to include responsibilities and confidentiality requirements. The panel met on 7 Jan 22, received guidance from the selecting official, decided that resumes could be scored on 10 Jan 22 and proposed interviews to be scheduled for 13 Jan 22. Per reference (a), the following information is provided concerning the assessment of all candidates IAW merit principles:

a. Enclosure (1) provides the certificate/list of eligible applicants, totaling (4). As a result of interest inquiries, all (4) applicants were interested.

b. Each panel member evaluated all (4) resumes fairly, carefully and impartially, scoring each resume's strength based on: 25 points for knowledge, skills and experience, and 10 points each for education, and 5 points each for training. Enclosure (1) includes the resume scores for the (4) applicants. The panel met again on 13 Jan 22, gathered/discussed resume scoring data, and prepared for scheduled interviews.

c. On 13 Jan 22, the panel chairperson conducted the scheduled interview process with the panel members in attendance. Three candidate interviews were conducted via phone, one (1) candidate declined to be interviewed. Interview questions focused on the knowledge, skills, abilities, and other characteristics (KSAOs) of the position; as such, 10 questions were asked of all (3) applicants utilizing the interview guide as scripted protocol. Interview scores are provided in enclosure (1). Additionally, all panel members' documentation and/or notes are provided as required.

Subj: PROPOSED SELECTION RECOMMENDATION FOR SUPERVISORY SECURITY SPECIALIST, GS-0080-11, CERT #20220106-CACJ-001

2. As a result of the above process and the panel's deliberations, the chairperson summarized both resume and interview scoring. Closing the proceedings on 15 Jan 22, the panel discussed overall scoring and their evaluations of the candidates. Based upon the assessment criterion the cumulative scoring of the candidates resulted in an average of 39.6 percent of 100. As a result, the panel could not determine a viable candidate for selection consideration. The panel determined the overall scoring did not yield a qualified candidate for this position.

3. All applicable equal employment opportunity rules and policies were followed in the selection process and consideration of all eligible candidates was conducted in a fair, consistent, and impartial manner.

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**UNITED STATES MARINE CORPS**

MARINE CORPS LOGISTICS BASE  
814 RADFORD BLVD. STE. 20310  
ALBANY, GEORGIA 31704-0310

IN REPLY REFER TO  
12000  
PSD7002  
14 Jan 22

From: Selecting Official  
To: Reviewing Official

Subj: SELECTION LETTER FOR GS-0080-11, SUPERVISORY SECURITY  
SPECIALIST, CERT #20220106-CACJ-001

Ref: (a) BO 12335.1A

1. This Letter details the steps taken to select candidates to fill one vacant position of GS-0080-11, Supervisory Security Specialist, BIC: #M3844101302, which will serve in the Services Section, Marine Corps Police Department (MCPD), Public Safety Division, Marine Corps Logistics Base, Albany, GA. I validated the accuracy of the position description and validated that this position must be filled on a permanent basis due to workload and Table of Organization (T/O) availability. The Executive Director has authorized filling this position which appears on the MCPD's authorized T/O as the aforementioned BIC number.

2. This position requires the incumbent to be knowledgeable in the area of Physical Security, Law Enforcement records management, Consolidated Emergency Response System, Visitor Control Center, property accountability and fiscal administration.

3. I appointed in writing a selection panel, denotes (b) (7)(C), (b) (6) (b) (7)(C), (b) (6) was designated to serve as panel chairperson, (b) (7)(C), (b) (6) panel member and (b) (7)(C), (b) (6) would serve as a panel member and Equal Employment Opportunity representative.

4. On 7 Jan 22, the certificate of eligible candidates was received and consisted of (4) names, of which none declined consideration for the subject position. On 10 Jan 22, the panel evaluated (4) candidates' resumes fairly, carefully, and impartially, scoring each resume's strength based on experience, education, and training.

5. On 13 Jan 22, the panel chairperson and panel members conducted the scheduled interview process of (3) candidates (one candidate declined being interviewed). Interview questions focused on the knowledge, skills, abilities, and other characteristics (KSAOs) of the position. The same ten questions were asked of all (3) candidates during the interview. Based upon the assessment criterion the cumulative scoring of the candidates resulted in an average of 39.6 percent of 100. As a result, the panel could not determine a viable candidate for selection consideration.

Subj: SELECTION LETTER FOR GS-0080-11, SUPERVISORY SECURITY  
SPECIALIST, CERT #20220106-CACJ-001

6. Therefore, after conducting a thorough review of the (3) candidates and the hiring panel determination, a selection for the position was not considered.

7. All applicable equal employment opportunity rules and policies were followed in the selection process and consideration of all eligible candidates was conducted in a fair, consistent, and impartial manner.

(b) (7)(C), (b) (6)